



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	ASSISTANT DIRECTOR (Executive Level)
3	Posting Number	PN# 106760
4	Department	Public Works & Engineering Department
5	Division	Traffic & Transportation Division
6	Section	Traffic Signal Operations and Maintenance
7	Reporting Location	Houston TranStar*
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> The successful candidate will serve as the City's traffic signal engineer. He/she will be responsible for managing the traffic signal operations and maintenance programs as well as multiple traffic signal design and construction contracts. He/she will supervise, direct, train, and evaluate managers who are responsible for overseeing the day-to-day activities of the branch. As an executive level manager this individual will respond to inquiries from the Mayor, City Council, Agenda Director, PWE Director and Deputy Director in matters involving traffic and transportation related issues. This individual will collaborate with others to develop, review, evaluate and manage personnel actions, equipment and material inventories, budgets, legislation, ordinances, policies, processes, guidelines, audits, contracts, schedules, plans and specifications. He/she may be called upon to act as a liaison to other departments, government agencies and the private sector.	
10	<u>WORKING CONDITIONS</u> A portion of this work occurs in the field under most weather conditions and occurs in close proximity to moving vehicular traffic. Standing and walking moderate distances over uneven terrain is occasionally required, as well as traveling for extended periods of time in a vehicle.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires a Bachelor's degree in Engineering or a closely related field.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> More than ten years of experience is required.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u> Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).	
14	<u>PREFERENCES</u> Preference will be given to applicants who are registered as a Professional Engineer in the State of Texas or have the ability to obtain registration within one year from the date of hire.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u>	None
16	<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div>Salary Range - Pay Grade 32 \$2,257 - \$3,184 Biweekly - \$58,682 - \$82,784 Annually</div>	
18	<u>OPENING DATE</u>	September 7, 2005
19	<u>CLOSING DATE</u>	Open Until Filled
20	<u>APPLICATION PROCEDURES</u> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., First Floor Lobby. TDD phone number 713.837.9471. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.	
	An equal opportunity employer	